# Telephone Reference Check Form

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| Applicant Information |
| Applicant Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |

|  |  |
| --- | --- |
| Position Applied for: |  |
| Recruiter Name: |  |

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| --- |
| Reference Contact Information |
| Name of Contact: |  |
| Title: |  | Phone: |  |
| Company: |  |
| Address: |  |  |
|  | Street Address | Suite # |
|  |  |  |  |
|  | City | State | ZIP Code |

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| --- |
| Reference Comments |
| Was the applicant an employee of your company? | YES☐ | NO☐ |  |
| When? | START DATE: |  | END DATE: |  |  |
| What was the applicant’s title on the last day of employment? |  |
| What was the applicant’s reason for leaving your employ? |
|  |
| Would you rehire this applicant? | YES☐ | NO☐ |  |
| Is there anything else you would like to add? |
|  |
| Do you know what company (s)he left work for? |  |